

ADMINISTRATOR PROTOCOL FOR TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

When a student, parent, or teacher reports a transgender or gender non-conforming identity to a Principal:

- The Principal will contact Harrison County Schools Title IX Investigator (Sarah Starkey) 304-326-7328.
- If a safety concern is present, the Principal will contact Director of Safety and Discipline (Ken Winkie) 304-326-7337.
- The Principal will meet with the student and obtain more information as to a possible Preferred Name and a Preferred Pronoun to be used. If the student requests to be referred to as a name other than their legal name, the Principal will provide the student with the Preferred Name Request Form and advise the student to return the Preferred Name Request Form to the Principal once completed with parent/guardian signature.
- When the student returns the completed Preferred Name Request Form to the Principal, the Principal will refer the student to the student's assigned School Counselor. The Preferred Name Request Form will be maintained in the Student's file.
- The student's assigned School Counselor will contact the parent/guardian of the student to verify the parent/guardian received, reviewed, and signed the Preferred Name Request Form.
- Once the assigned School Counselor obtains verification the parent/guardian received, reviewed, and signed the Preferred Name Request Form, the Principal will instruct necessary parties to refer to the student using the Preferred Name and Preferred Pronoun.
- The Principal or Assigned School Counselor will schedule an Educational Support Meeting as soon as possible in order to meet with the student and the student's parent/guardian, School Counselor, Principal or Principal's designee, and any other necessary persons determined to be a necessary role to the student's educational process. (School Psychologist, Special Education Coordinator, Therapist). **During the Educational Support Meeting, a Gender Support Plan will be developed and implemented. The parent/guardian will be provided with a copy of the plan. The parent/guardian will additionally receive an informational resource packet to assist them in meeting the needs of their child.**

Restrooms, Locker Rooms, and Changing Facilities:

- Schools shall designate any existing facilities that are designed to be used by one person at a time as accessible to all students regardless of gender. The Principal shall offer the student the use of the facility the school designed to be used by only one person at a time or a separate changing schedule to the student upon the student's request. **Under no circumstances shall a student be required to use a single-user facility because they are transgender or gender nonconforming.**

Overnight Trips:

- If the student requests accommodations that do not align with their gender assigned at birth, the Principal shall offer the student and student's parent/guardian the option of allowing the student to stay in the room of the parent/guardian with the parent/guardian.

Harassment, Intimidation and Bullying Complaints:

- Follow the process outlined in Harrison County Board of Education Policy 4103.
- Utilize the school's PRO and/or outside Law Enforcement as necessary to assist in the investigation.
- Utilize forms (H-1 and H-2) outlined in Policy 4103. **The use of these forms when investigation a harassment, intimidation, and bullying complaint are mandatory.** The H-1 form shall be used to document and report the complaint. The H-2 form will be submitted to report investigative finding(s) on the complaint. **The findings on the H-2 form shall be shared with the parent/guardian of the primary parties involved.**
- Notify the Title IX Investigator (Sarah Starkey) and Director of Safety and Discipline (Ken Winkie)
- If the complaint is found to have foundation, a juvenile petition may be filed by law enforcement. **If discipline action requires out of school suspension, fax suspension report to the Prosecutor's Office (304) 264-8708. Additionally send all suspensions (OSS) forms to the Director Of Safety and Discipline Administrative Assistant (Pam Hunt)**

ALSO

- **If concerns for child abuse and/or child neglect exist, make a Child Protective Services Referral by contacting the West Virginia Department of Health and Human Resources at 1-800-352-6513.**

If you require additional support, please feel free to contact the following:

Sarah Starkey, Social Worker and Title IX Investigator
(304)-326-7328

Cris Mayo, Director of LGBTQ+ Center
lgbtq@mail.wvu.edu
West Virginia University
(304) 293-9593
www.lgbtq.wvu.edu

Barbara Crawford Tucker, Region 7 Adolescent Health Initiative Coordinator
bctucker@k12.wv.us
(304) 517-3799

Trans Lifeline: (877) 565-8860